



STANDARD OPERATING PROCEDURES (SOP)

**PROSEDUR OPERASI PIAWAI PENGURUSAN
LEMBAGA PELABUHAN-PELABUHAN SABAH (LPPS) 2026**

No. Dokumen : SOP LPPS 2026

PUBLIC AUCTION & DISPOSAL OF GOODS

OPERASI & MARIN (OPERATION & MARINE)

[SOP LPPS (PKS) 2026]
as at 22 JUNE 2026

REVISION : 0
(Date of Enforcement: 22 JUNE 2026)

Prepared by :

***Sabah Ports Authority
Marine & Operation Unit***



LEMBAGA PELABUHAN-PELABUHAN SABAH
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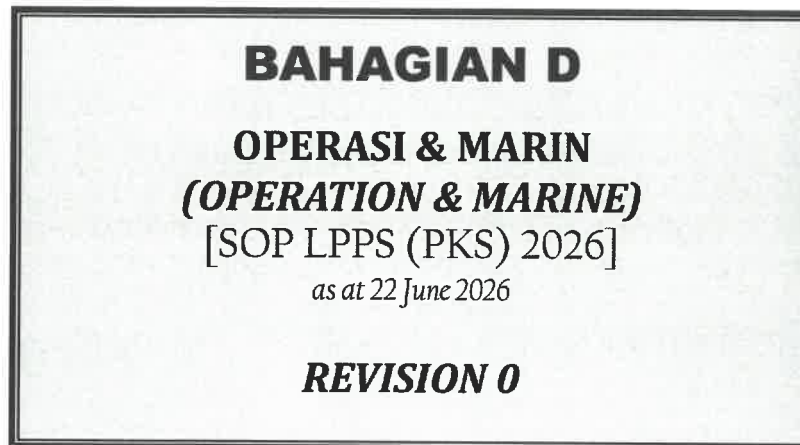
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SIJIL SL-1(D)

PEKELILING PENGURUSAN
Lembaga Pelabuhan-Pelabuhan Sabah

STANDARD OPERATING PROCEDURES (SOP)
PROSEDUR OPERASI PIAWAI
PENGURUSAN
LEMBAGA PELABUHAN-PELABUHAN SABAH (LPPS)
2026

No. Dokumen : SOP LPPS 2026



Selaras dengan kuasa di bawah Seksyen 21(3), 23(1) & 23(2) dan 26(1) Enakmen Lembaga Pelabuhan-Pelabuhan Sabah 1981 dan dengan kelulusan Lembaga Pengarah LPPS dalam Mesyuarat Lembaga Pengarah Bil. 363/2026 pada 22 Jun 2026, **SOP LPPS (PKS) 2026, BAHAGIAN D, OPERASI & MARIN (OPERATION & MARINE) (REVISION 0 – as at 22 June 2026)** dengan ini berkuatkuasa di Lembaga Pelabuhan-Pelabuhan Sabah pada tarikh **22 JUN 2026.**

Saya yang menjalankan amanah,
LEMBAGA PELABUHAN-PELABUHAN SABAH


[DOLLYN ALOYSIUS]
PENGURUS BESAR

DA/MSMS/BSA/SA/2026

“SABAH MAJU JAYA”

 SOP LPPS (PKS) 2026	SABAH PORTS AUTHORITY LEMBAGA PELABUHAN-PELABUHAN SABAH					
	PART	:	1	Revision	:	0
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1.1 INTRODUCTION

This Standard Operating Procedure (SOP) is established to provide guidelines for the management of goods as defined under Section 2 of the Sabah Ports Authority Enactment 1981 and for the implementation of Section 46 of the said Enactment.

Section 2 defines “goods” for the purposes of the Sabah Ports Authority Enactment 1981.

Section 46 provides the legal authority for Sabah Ports Authority to remove and/or sell by public auction any goods placed within the premises of Sabah Ports Authority at the stipulated period provided under the Sabah Ports Authority Enactment 1981.

1.2 OBJECTIVE

This Standard Operating Procedure (SOP) is established to ensure:

- 1.2.1 Provides guidelines for the administrative processes involving removal and disposal / public auction of any goods at the port;
- 1.2.2 Full compliance with Section 46 of the Sabah Ports Authority Enactment 1981;
- 1.2.3 Transparency and accountability in the sale, public auction, and disposal processes;
- 1.2.4 Mitigation of legal claims and litigation risks;
- 1.2.5 Efficient management of port storage space to ease congestion and prevent operational disruptions; and
- 1.2.6 The implementation of fair and equitable procedures for all stakeholders.

1.3 SCOPE

“Goods” is defined under Section 2 of the Sabah Ports Authority Enactment 1981 to include animals, carcasses, baggage, and movable property of any kind whatsoever.

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This Standard Operating Procedure (SOP) applies to all goods which have fulfilled the following:

1.4 Import and export goods that have obtained official clearance for release by the Royal Malaysian Customs Department (RMCD); and

1.5 Any one of the following:

- a) Not claimed within a minimum period of twenty-one (21) days from the time when the goods were placed in or on Sabah Ports Authority premises;
- b) Subject to a Bill of Lading and not claimed within forty-two (42) days from the time when the goods were placed in or on Sabah Ports Authority premises; or
- c) Perishable goods not claimed within twenty-four (24) hours from the time when the goods were placed in or on Sabah Ports Authority premises.

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	TITLE	:	PUBLIC AUCTION PROCEDURES FOR GENERAL CARGO AND PERISHABLE GOODS	Date of Enforcement : 22 JUNE 2026 Page : 2 - 1

2. PUBLIC AUCTION PROCEDURES FOR GENERAL CARGO AND PERISHABLE GOODS

- 2.1 Sabah Ports Authority may, at its sole discretion, remove any goods that have exceeded the stipulated period prescribed under Section 46 of the Sabah Ports Authority Enactment 1981, provided that such goods satisfy the criteria set out in Paragraph 3 above.
- 2.2 Following the removal of the goods, Sabah Ports Authority may require the original consignee to collect the goods upon full reimbursement of all costs incurred by Sabah Ports Authority and its appointed agent, together with any other charges as may be determined by Sabah Ports Authority.
- 2.3 Alternatively, Sabah Ports Authority may decide to dispose of or sell, by public auction, all or any of the goods so removed.
- 2.4 A notice of sale shall be issued at least three (3) days prior to the date of the public auction and shall be advertised in at least two (2) local newspapers or through official media channels circulating within the State of Sabah.
- 2.5 In the case of perishable goods not removed from the premises not less than 24 hours, the notice period of sale or dispose shall render immediate sale necessary or advisable, as Sabah Ports Authority think fits, in which event such notice shall be given as the urgency of the case requires.
- 2.6 Where the address of the owner or agent is stated in the cargo manifest, otherwise known to Sabah Ports Authority, and located within the State of Sabah, a notice shall be given to the owner of the goods and a copy of the notice shall be given to the vessel's agent by hand delivery, postal mail, or official email.

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2.7 The sale by public auction shall remain valid notwithstanding that it is conducted within a restricted area of the port requiring a valid entry pass, provided that all prescribed procedures have been complied with.

2.8 Sabah Ports Authority reserves the right to appoint qualified/licensed auctioneer to conduct public auction of goods.

2.9 The public auction process shall:

- 2.9.1 Comply with all applicable laws and regulations;
- 2.9.2 Be witnessed by at least two (2) authorized Sabah Ports Authority's officers and two (2) representatives from port operator (at least one from Auxiliary Police);
- 2.9.3 Be conducted in a safe and controlled manner; and
- 2.9.4 Be documented through photographic evidence and an official report.

2.10 The proceeds of the public auction shall be applied in the following order:

- 2.10.1 Payment of any duties due to the Government of Malaysia or the Government of the State of Sabah;
- 2.10.2 Payment of the costs and expenses incurred in conducting the sale;
- 2.10.3 Payment of charges and expenses due to Sabah Ports Authority in respect of the goods; and
- 2.10.4 Payment of freight and other claims or liens of which notice has been given under the provisions of any law.

2.11 Any surplus proceeds arising from the public auction shall be paid to the person lawfully entitled thereto upon demand. Such claim shall be made within **one (1) year from the date of the public auction**. In the event that no claim is made within the prescribed period:

2.11.1 The surplus proceeds shall be transferred to Sabah Ports Authority's account; and

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2.11.2 All rights and entitlements to such surplus proceeds shall be extinguished.

2.12 Sabah Ports Authority may recover through civil proceedings, in the event that the proceeds of the sale are insufficient to satisfy all applicable dues, charges, expenses, and costs pursuant to Section 48 of the Sabah Ports Authority Enactment 1981.

2.13 All public auction processes shall be properly documented and recorded by Sabah Ports Authority as documentary proof.

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 SOP LPPS (PKS) 2026	SABAH PORTS AUTHORITY LEMBAGA PELABUHAN-PELABUHAN SABAH					
	PART	:	3	Revision	:	0
	TITLE	:	DISPOSAL PROCEDURES FOR PERISHABLE GOODS	Date of Enforcement	:	22 JUNE 2026
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3.1 DISPOSAL PROCEDURES FOR PERISHABLE GOODS

- 3.1.1 The minimum holding period for perishable goods shall be twenty-four (24) hours from the time when the goods were placed in or on Sabah Ports Authority's premises. This period shall be subject to compliance with the notice requirements prescribed under this Standard Operating Procedure (SOP).
- 3.1.2 Where Sabah Ports Authority determines that the goods is perishable in nature and should be disposed of, Sabah Ports Authority may, in accordance with Section 46 of the Sabah Ports Authority Enactment 1981:
- 3.1.2.1 Dispose of the goods, including by destruction where appropriate; or
- 3.1.2.2 Dispose of the goods by any other method deemed appropriate by the Sabah Ports Authority.
- 3.1.3 The disposal or destruction process carried out on-site shall:
- 3.1.3.1 Comply with all applicable laws and regulations;
- 3.1.3.2 Be witnessed by at least two (2) authorized Sabah Ports Authority's officers and two (2) representatives from port operator (at least one from Auxiliary Police);
- 3.1.3.3 Be conducted in a safe and controlled manner; and
- 3.1.3.4 Be documented through photographic evidence and an official report.
- 3.1.4 Sabah Ports Authority may recover through civil proceedings all applicable dues, charges, expenses, and costs incurred in the process of disposal pursuant to Section 48 of the Sabah Ports Authority Enactment 1981.
- 3.1.5 All disposal processes shall be properly documented and recorded by Sabah Ports Authority.

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 SOP LPPS (PKS) 2026	SABAH PORTS AUTHORITY LEMBAGA PELABUHAN-PELABUHAN SABAH				
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3.2 CONCLUSION

The implementation of this SOP shall at all times comply with the Sabah Ports Authority Enactment 1981 and any applicable laws, regulations, and directives in force.

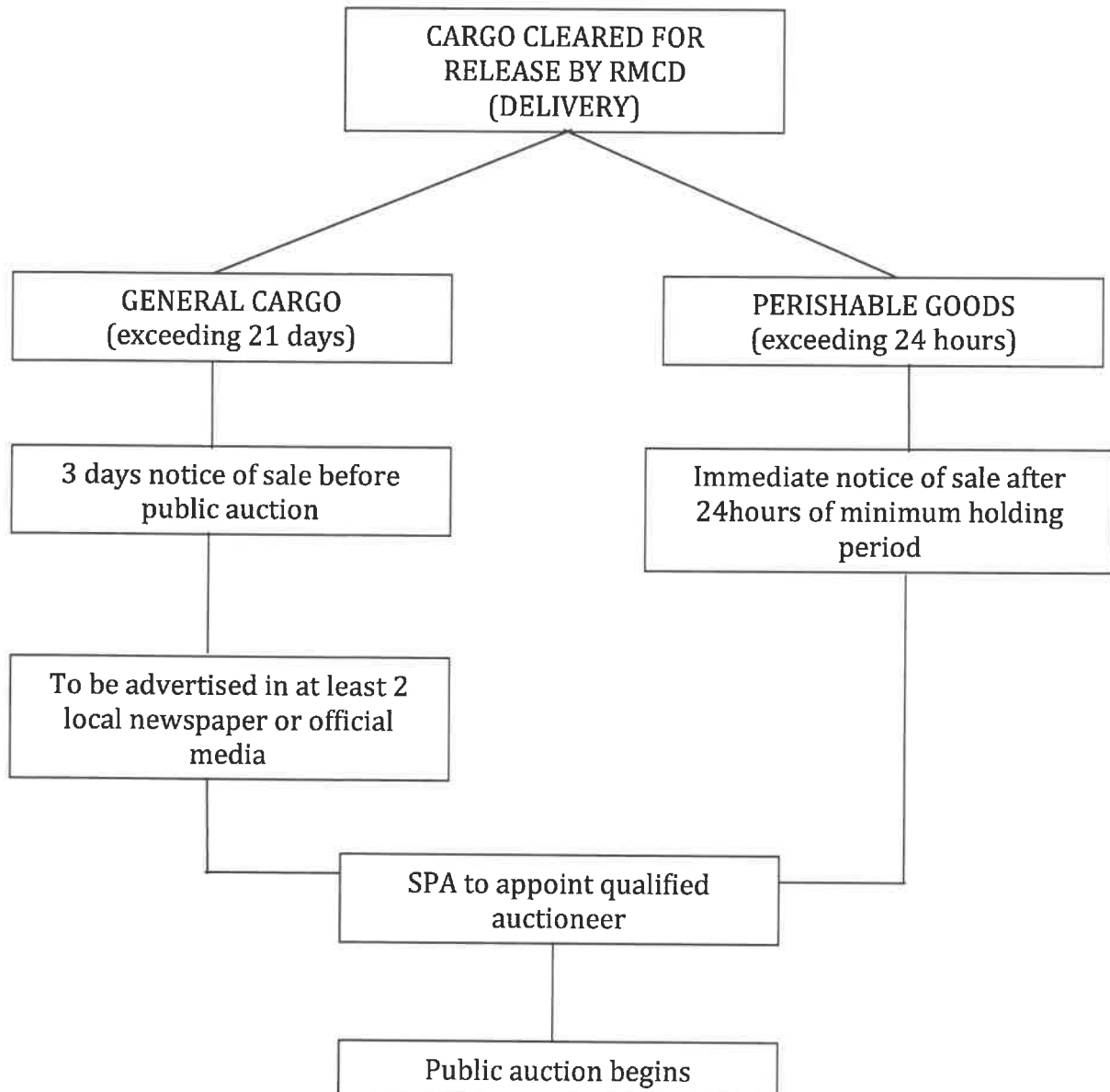
Sabah Ports Authority reserves the right to amend, update, or improve this SOP from time to time to ensure it remains aligned with operational needs, legal requirements, and industry best practices.

Any non-compliance by owner of the goods/consignee or agent will be considered as an offence and shall be liable to a penalty as provided under Section 52 of the Sabah Ports Authority Enactment 1981.

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 SOP LPPS (PKS) 2026	SABAH PORTS AUTHORITY LEMBAGA PELABUHAN-PELABUHAN SABAH				
	PART	:	4	Revision	: 0
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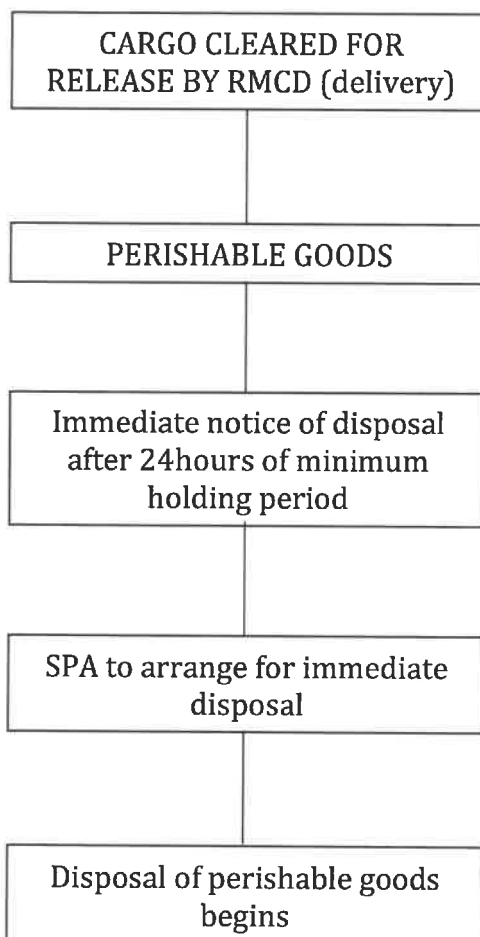
4.1 FLOWCHART FOR PUBLIC AUCTION



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 SOP LPPS (PKS) 2026	SABAH PORTS AUTHORITY LEMBAGA PELABUHAN-PELABUHAN SABAH			
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5.1 FLOWCHART FOR DISPOSAL



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